



**State of Arizona
Department of Education**

Diane M. Douglas
Superintendent of
Public Instruction

TO: Alternate Assessment Test Coordinators
FROM: **Audra Ahumada**, Director of Alternate Assessment
DATE: May 7, 2015

ALERT: NCSC FINAL UPDATE-Preparing for end of test administration

The NCSC Alternate Assessment test window will close Friday, May 15 at 7:00 p.m. Central Time!

Many of you have already completed testing eligible students – Congratulations! Next week is the final week. Please read through this document since there is very important information regarding deadlines for requesting special forms, reassigning student tests, and opening a closed test. See attachment for more detailed information regarding statuses of student's tests.

NCSC Deadlines:

- TOMORROW - Friday, May 8, 2015 will be the last day to request a special form or reassignment of a student test. Please contact the Alternate Assessment Unit immediately if you have a request.
- MONDAY, May 11, 2015 will be the last day to request the opening of a closed test due to student's withdrawal from one district and enrollment in a new district.

Final Status of All Tests

All tests must have a final status of one of the following: "Submitted", "Closed" or "Not Started"

- If you have a student in the "In Progress" status, submit the test by May 15, 2015.
- If a student has been entered twice into the system- "Close" the test record the student did not test under, and notify the Alternate Assessment Office. If you have already notified our office, there is no need to notify us again.
- If you have a student's test that is "Not Started" but has withdrawn or is no longer eligible, "Close" this student's test and indicate the reason. Please notify the Alternate Assessment office if a student's tests will remain in the "Not Started" Status.

NCSC Assessment System

Also a message will display on the NCSC Assessment System homepage indicating that the system is closed and all assessment activities must be completed by this time. See Attached.

If you have any questions, please contact Audra Ahumada at 602.542.4061 (Audra.Ahumada@azed.gov).

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